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Edit - step by step

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Word Processing

EDIT - STEP BY STEP

Lynn S. Beedle

FRITZ ENGINEERING
LABORATORY LIBRARY

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Fritz Engineering Laboratory
Lehigh University
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"EDIT" - Step by Step

Lynn S. Beedle

The following is a set of step-by-step operations in connection with editing a text. The first section is prepared in the sequence that is most likely in connection with ordinary text. Another section has to do with tips and troubles. Another covers ordinary commands.

For SCRIBE see 400.23 and 400.24. For EUNOFF see 400.22 and 400.23.

All of these are abbreviations of the longer manuals

Some of the major components of editing are:

a) Getting started

b) Printing (typing) out what it is you want to edit

c) Making changes

d) End editing and save the file

e) Purging your directory, deleting files

Function

What
shows
on terminal
at start

Type

Type
at end

a) TO START EDITING

When terminal is in "create" mode

- The call to edit
- Name of file
- Tells computer it is a SCRIBE file
(file type designator for scribe)

Print (display on screen) what is
to be edited

- You are in the EDIT mode

When terminal is in "Input"

- Next line number
- Escape key

@

EDIT PROB. MISS

Ret

*

[See on (b) below]

00400

Esc

*

[See on (b) below]

b) PRINTING WHAT IS TO BE EDITED

Summary of Print Commands

*

P

Prints current line and next 15 lines

Ret

*

P 500

Prints line 500

Ret

*

P 500 : 700

Prints lines 500-700

Ret

*

P ^

Prints first line in the file

*

P ^ : *

Prints entire file

*

P .

Prints current line

*

Esc

Prints the previous line -

*

LF
(line feed)
(space bar)

Prints the next line

*

P *

Prints the last line

00600

- The line (s) called for

	What shows	What to insert or type	Type at end
C) MAKING CHANGES IN YOUR FILE			
<u>Correct an error in file ("Substitute")</u>	001500	(ESC)	
<ul style="list-style-type: none"> - Substitute command - The material as written incorrectly - Escape key - How it <u>should</u> read - Escape - Line number that is to be corrected 	*	S THIS SWHOLD (ESC) THE WHOLE (ESC) 1300 (Ret)	
<ul style="list-style-type: none"> - The line no. with corrected entry - Indicates change is accepted 	001300		LF
<ul style="list-style-type: none"> - Indicates change is rejected 			(Shift/Del)
<u>To alter a file ("Alter")</u> (can be used in lieu of above)	*	A600	(Ret)
<ul style="list-style-type: none"> - Instructs to alter - Line no. to be altered 			
<ul style="list-style-type: none"> - Print out line 600 - Advances, character-by-character 	00600	P(LF) I The actual insert (esc) P	(Ret)
<p><u>Note:</u> "W" will advance word by word</p> <ul style="list-style-type: none"> - Instructs to start inputting new data - The new text - Go back to text that is <u>not</u> to be altered - Now print it as altered 			
<ul style="list-style-type: none"> - The altered line (still in "alter") 	00600		(Ret)

C) MAKING CHANGES (Cont'd)

To insert a line

- Insert command
- Line no. between 800 & 900

*

I

Ret.

To insert two (or more) lines

- The prior line test was used
- Instruction to insert following no.
- The number of lines to be inserted

*

I 1200 ! 2

Ret.

To continue (insert) where left off

*

P*

- The last line you entered
- Insert that line and proceed

14300

I 14300

To replace a line

- command to replace
- Line no to be replaced

*

R 800

Ret.

To delete a line (current)

*

Ctrl/U

Ret.

To delete a line

*

D900

Ret.

d) END EDITING AND SAVE FILE

From the "Input" mode

- End editing and save file

00400

Esc

(Ret)

*

E

(Ret)

@

From the "Command" mode

*

E

(Ret)

@

e) DELETE FILES

To delete everything

- Delete instruction
- File name
- All file types for this file

@

(DEL) PROB. *

(Ret)

To delete non-essentials

TROUBLES & TIPS

To get into Input Mode from edit

- Print the last line
- The last line you entered will be displayed
- Insert that line and proceed

*

00800

P*

I800

(Ret.)

Flush left heading

- (will be numbered automatically)

Flush left subheading

(automatic number: 1.1)

00400

@section (INTRODUCTION)

(Ret.)

00600

@ subsection (Title)

(Ret.)

Get into Input Mode from EDIT

(within the text)

- Line before the new one you want to type

- Insert more than one line

- No. of lines you want inserted

(Put in more than you need. Those you don't use will be wiped out)

*

I400 /10

(Ret.)

- The first of the new lines

- Wipes out unused lines

00401

Enter desired text

(Esc)

*

Renumber in 100's

- Type at point beyond which to be renumbered

*

N

(Ret.)

To STOP the thing

(Command)

(Edit)

ctrl/cc

ctrl/s ctrl/cc/R

(Ret.)

(Ret.)

Find something in File

- Tells computer to "Find"

- A term that only occurs once in text

x

F76

(Ret.)

Is there ANYTHING in the file

@

Type File name. MSS

(Ret.)

To RENAME a file

@

Rename 714.MSS (Esc) C57.MSS

(Ret.)

Where am I in the QUEUE

@

I 0

(Ret.)

Tips (Cont'd)

[illegible]

SPECIAL CHARACTERS

Type	... for this function	
CTRL/C (twice)	Wake up system Stop what's running	
CTRL/U	Delete current line	
Q	Continue display	(in "page" mode)
R	Redisplay current line	
S	Stop display	(in "page" mode)
W	Delete all characters back to last non-numeric or " non-alphabetic character entered	
DEL	Delete last character entered	

NONENCLATURE

BREF. A file that stores bibliographic
cue words

Command mode.

CUE Words. Query you to insert needed data
for the different types of biblio. entries

EQ Start the file over again

F Find

Face Code. The type face to be used

File

OTL. Outline

P Print

R Replace

I Insert

I TER Information about terminal

TER NO RAISE. Set up like typewriter

Input mode

User program.